



Home Occupation License Application

Today's Date:

MM/DD/YY

/ /

Time:

Business Contact Information

Applicant/Owner Name: _____
First Last Title

Business Name/DBA/Trade Name: _____
Business Name DBA/Trade Name

Physical Address of Business: _____

City: _____ State: _____ Zip: _____

Mailing Address of Business: _____

City: _____ State: _____ Zip: _____

Corporate Address (if applicable): _____

City: _____ State: _____ Zip: _____

Business Phone No.: _____ Fax No.: _____ Emergency No.: _____

Email: _____ Website: _____

Business Information

Type of Ownership (check one): Sole Proprietor: _____ Partnership: _____ LLC: _____ Corporation: _____ Other: _____

NAIC Code: _____ Tax ID #: _____
Visit www.census.gov/eos/naics/ and enter keyword describing business for code EIN or Social Security Number

Type of Business: Retail: _____ Wholesale: _____ Manufacturing: _____ Service: _____ Other: _____

Description of Business: _____

Date Intend to Open Business: _____

Will there be any building alterations or fixed equipment, or paving be installed? No _____

If Yes, please describe: _____

Itemized Use of Space (square feet):

Total square footage of home (include basement and attached garage): _____ Square feet of space for business: _____

Square feet of space for business in a detached structure: _____

No. of Full-Time Employees: _____ No. of Part-Time Employees: _____

Day Care Business: Max. No. of Children on Site: _____ State License No.: _____

Tenant Occupied Homes - Please Complete

Physical Address Building Owner Name: _____

Building Owner Mailing Address: _____

Emergency Contact Name/Phone No.: _____

Town of Erie
645 Holbrook Street PO Box 750 Erie, CO 80516
phone: 303.926.2700 | fax: 303.926.2705 | www.erieco.gov

Home Occupation Regulations - Acknowledgement of Review

Home occupations may be allowed as a permitted accessory use governed by the following regulations:

1. A home occupation shall not be conducted until a home occupation has been approved by the Community Development Director and a license has been issued by the Director. Said license shall cite the conditions of the approval, if any.
2. Home occupations must be clearly secondary to the use of the building as a residence and shall not occupy more than 25 percent of the total floor area of the main building; or if located in an accessory building(s), shall not occupy more than 500 square feet except by Special Review Use.
3. The home occupation shall use the same water, electric and gas meters as the residence.
4. Home occupations shall be operated entirely from an enclosed structure with no exterior storage of business related vehicles, materials, or equipment. The home occupation owner's individual business/personal passenger vehicle is exempt from this requirement.
5. There shall be no visible evidence of the operation, and it shall not change the residential character thereof.
6. There shall be no signage identifying the home occupation.
7. The residential building includes complete residential facilities, i.e. kitchen, living room, bathroom and bedroom(s).
8. Only persons residing in the residence can operate the home occupation at the residence. A maximum of two off-site employees or independent contractors of the business may come to the residence at the same time for work assignments, supplies, etc.
9. The operation shall not generate objectionable traffic in the area, and off-street parking must be provided to accommodate all needs created by the home occupation; however, in no case shall the number of additional parking spaces provided for the home occupation exceed the number of bedrooms in the residence.
10. The operation shall not be objectionable due to odor, dust, smoke, noise, vibration or other similar impacts.
11. The following uses, because of their tendency to go beyond the limits permitted for home occupations and thereby impare the use and value of the residential area shall not be permitted as home occupations: auto repair or motorized implement repair; dance, music or other types of instruction (if more than four students are being instructed at one time); dental offices; medical offices; the painting of vehicles, trailers, boats; private schools with organized classes; motor vehicle towing operation; barber shops having more than one chair; beauty shops having more than one chair; welding shops; nursing homes; bed and breakfast and other such transient lodging; and retail sales where products are stocked and sold to purchasers at the home occupation residence like a retail store.

I hereby certify and state, under penalty of perjury, that I am the applicant in the foregoing application, herein stated information is correct to the best of my knowledge and belief. I further acknowledge that I have reviewed the above stated regulations related to the operation of a home occupation, and agree to abide by the Town of Erie Municipal Code.

Print Name: _____

Title: _____

Signature: _____

Date: _____

Completed form can be submitted the following ways:

- Email to utilitybilling@erieco.gov,
- Dropped off at Town Hall,
- Mailed to: Town of Erie Business License
645 Holbrook Street | PO Box 750
Erie, CO 80516

STAFF USE ONLY

Zoning Designation: _____

Use Allowed (circle): Yes No Special Use Review Req (circle)? Yes No

Reviewed By: _____ License No. Issued: _____ Parcel No.: _____

C.O. Issuing Staff: _____ Date Inspected: _____ Parcel Owner: _____

Comments: _____